User's manual to CensorNet for the appointment process

CensorNet can be found on www.censornet.dk. CensorNet runs on a secure connection which means that your information is encrypted so it cannot be accessed by others.

Guide for the external examiners:

The institution of higher education uses CensorNet to send you an invitation e-mail containing a link to the database www.censornet.dk. Please notice that this link only works until you have completed points 1-2, see below. Hereafter you have to log on through the main page www.censornet.dk.

When you follow the link in your mail for the first time, this happens:

1. You will be asked to enter your CPR-number. You can fill it in with or without a hyphen. If you do not have a Danish CPR-number the first six numbers has to be your birthdate e.g. 011270 (1st of December 1970) and the last four numbers should be the letters ABCD (male) or DCBA (female).

2. Now one of two things can happen:
   a) If it is your first time on CensorNet, you will be asked to create a username and a password.
   b) If you are known by CensorNet, i.e. your CPR-number have been recognized, you can log on with your username and password.

3. Next you will have to register your contact information. There is no formal requirement as to how you fill in the spaces. It is always possible to change the information given.

4. Then it is time to fill in the appointment information.

   There are two ways to fill in your Curriculum Vitae and a list of publications. (Please notice that while the CV is *obligatory*, the list of publications is optional.)
   a. A document can be attached by 'browsing' to locate the relevant file and then pressing 'upload' (recommended)
   b. The CV and the list of publications can be filled in as ordinary text.

5. If you have been an external examiner previously, you also have the possibility of importing previous appointment information and edit this.

6. Choose the academic disciplines which best describe your qualifications. Indicate the discipline and press the arrow symbol to select.

7. When you have registered all your information it is time to press save and "afsend" (send). After this point it will no longer be possible to edit the appointment information, but it is possibly to view it. If you only press 'save', you will be able to return to the information to edit it but you have *not* sent it. This you will have to do subsequently.

8. You will receive a notification by e-mail when you have been appointed by the Ministry of Science, Innovation and Higher Education.

If you are invited to become external examiner within a field for which you have already sent appointment information, you will be notified that you do not need to fill in the information once 2 more when you have logged on to the webpage. *The External Examiners Corps is a nationwide corps, thus all the institutions of higher education in engineering can use you as an external examiner – regardless of which institution invited you. Of course you cannot work as an external examiner at the institution where you are employed and/or teaching cf. the standard rules of eligibility.*

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